

PMI Metrolina Chapter Board of Directors Meeting – June 11, 2013

ATTENDANCE:

President – Tonya Brown (present)
Past President – Craig Marek (present)
VP of Communications – William Pierce (present)
VP of Finance – David Gadalla (present)
VP of Membership – Dwayne Chapital (present)
VP of Professional Development – Vineet Makhija (present)
VP of Program – Jennifer Baker (present)
Scribe – John Schneider (present)
Guests: none

MEETING SUMMARY:

- 1) Professional Development Day (PDD) 2013 Update – Jennifer Baker gave an update on PDD. There was an issue with regards to in which location to hold the keynote address at CPCC. The options include:
 - a) Tate Hall which seats 140 people. 10 chairs can be added. Attendance would be capped at 150 people. Cost \$170 for 2 hours, then \$60 per hour after that.
 - b) Pease Auditorium which seats 300 people. There were lots of negative comments regarding that venue last year. Cost unavailable at meeting.
 - c) Halton Theater which seats a total of 1,020 people, of which 700 seats are located on bottom level. Cost \$1,200 for 8 hours.After some discussion, the board decided on Halton Theater. The plan would be to fill it with students, other groups and people for the breakfast and the key note address, but they would not get a book.
- 2) Video Proposal Update – John Schneider reported that he has not had time to research costs associated with different options related to hosting video on the Internet so that members can view it. The item was postponed to the July board meeting.
- 3) Satellite Meeting Review/ PDD Update – Jennifer Baker gave an update regarding the three new satellite meeting locations.
 - a) Asheville – Starting July 15 with Cory Maddox leading the satellite meetings.
 - b) Fayetteville – Location found to meet. Leader identified. Will begin meeting in July.
 - c) Wilmington – Will start meeting at UNC Wilmington. Leader found. Possibly begin meeting in July. David Violette sent a letter to the board regarding the chapter possibly misreporting PDUs for satellite meetings. After some discussion, it was decided that Tonya Brown would talk to Anne Jenemann at PMI to confirm that Chapter Meetings and Satellite Meetings are indeed eligible for PDUS under Category A.
- 4) PMP® Prep / PMI-ACP® Update – Vineet Makhija reported that there two venders that they were looking at to provide instruction for the Fall PMI-ACP® Prep Course - one vender was a company, the other an individual. The company was BigVisible Solutions. They are potentially a good long term solution. The other is a local individual, Roy Schilling. Vineet and Jennifer Baker are going to research the

costs associated with each. Once the instructor cost is determined, the cost for the class can be set.

5) Website Upgrade Status – John Schneider gave an update on the website upgrade effort. John continues to add new content on the site, albeit at a slower pace than expected due to his time availability. Tonya tasked the board to continue to provide feedback as to what to add, what to change and what to remove.

6) SharePoint Update Status – David Gadalla reported that the chapter had received an invoice from Dell for \$499 related to their SharePoint Hosting services. It was not clear if the bill was for the past year or the next year. John Schneider questioned the need to have the SharePoint site. Although SharePoint is a great collaboration tool, the BOD has not used SharePoint in the last year. In the past year, the BOD did all its communication and collaboration via email. After some discussion it was decided that the chapter discontinue using SharePoint Hosting services. A number of action items came out of this discussion.

a) David Gadalla to contact Dell and inform them we were terminating our subscription to their SharePoint Hosting services. He would find out if the \$499 invoice represented past services and if so pay it. He is not to pay for future services.

b) John Schneider to confirm he still had a backup of the site and that nothing had changed on the site since the last backup on October 28, 2012.

c) John Schneider to put documents that can be shared with the chapter members on the StarChapter website. This includes documents such as BOD Agenda (not team reports), BOD Minutes, Chapter Handbook and By-laws.

d) John Schneider to put together a “DropBox type” solution for sharing documents within BOD.

7) Chapter Meeting Place RFP – David Gadalla reported that he has sent out the RFP for the 2014 Chapter Meeting Place to the Omni Charlotte Hotel, Sheraton Charlotte Airport Hotel and Byron’s South End. He received a response for the Omni and Sheraton. The responses will be shared with the BOD for a decision during the July BOD meeting.

8) Survey Update – Dwayne Chapital reviewed the survey with the BOD during the board meeting. Dwayne was going to provide a final updated version to the BOD for review. He asked for feedback from the BOD by Monday. Dwayne was going to submit an article for the newsletter to announce the survey. There would also be a mid-month email to the members about the survey.

11) SkillFest Review – Tonya Brown reminded the BOD that this item was placed on the agenda in order to review the effectiveness of the current SkillFest format. There was concern raised that SkillFest was occurring before the chapter meeting and it was difficult to clear the room people checked in for the chapter meeting. A question was asked regarding whether or not we were getting the right corporate participants. The answer was no, because corporations are relying more on contracting services. The marketplace has changed in the last few years and it was decided that SkillFest also needed to change. It was recommended that this be looked at during 2014 planning and that a SkillFest in the 1st quarter should include training and services focused on helping our members as well as providing the opportunity for corporate partners to connect one-on-one with our members. It was generally agreed this would work better on a different day than our chapter meetings.

- 12) Privacy/Disclosure agreement for the Chairs – Tonya Brown lead a short discussion regarding having chairpersons sign a privacy/disclosure agreement, just like William Pierce had done in Communications. It was agreed this was a good idea and it was decided that it would be implemented in 2014.
- 13) Volunteer Openings – At present there are three openings:
- a) Communications – needs volunteer for content research, creation, and proofreading.
 - b) Programs – needs volunteers for logistics at chapter meetings, satellite meetings, special functions.
 - c) Professional Development – needs volunteers for certification training.
- 14) LIM Registration – PMI North America Leadership Institute Meeting, October 24-26 in New Orleans. Incoming board of directors are welcome to attend. More details at the next meeting.
- 15) Volunteer Role and By-law updates – Tonya Brown reported that she is going to assemble a “blue ribbon panel” that will look into the recommendations, interview present and incoming board members and present a recommendation by the end of the year.
- 16) Election Update – Craig Marek reported that the nominating committee had received Bois and vetted five candidates for the 2014 Board of Directors. Tonya Brown, David Gadalla, Dwayne Chapital and Jennifer Baker are currently serving on the board and would like to serve another year in their current position. John Schneider has submitted his information for consideration for VP of Communications. As of the BOD meeting, the position of VP of Professional Development was open. There were a couple of possibilities for this open position and the BOD was encouraged to reach out to individuals to see if they would consider serving as VP of Professional Development. Craig reported that names will be submitted to PMI by July 1st so that the chapter members can vote for the candidates using vote.net.
- 17) Action Items Review – John quickly reviewed the open action items with members of the BOD provided updates on what was completed or still in progress.
- 18) Finance Team Status – Report in agenda. No additional discussion.
- 19) Communications Team Status – Report in agenda. No additional discussion.
- 20) Professional Development Team Status - Report in agenda. No additional discussion.
- 21) Programs Team Status – Report in agenda. Vineet Makhija mentioned that he had sent some information regarding NetIP (Network of Indian Professionals - North Carolina) to Jennifer Baker. NetIP wanted to work out some 90-day bartering deal where each group provides the other group with a presentation table at their chapter meetings. Vineet suggested the July chapter meeting. Discussion on this issue was tabled until after the meeting.
- 22) Membership Team Status – Report in agenda. Dwayne Chapital mentioned that he needed the verbiage for chapter meeting information updated to state that we “must be contacted before chapter meeting in order to get registration transferred to the next chapter meeting”. Action Item was assigned to John Schneider to make that happen.

DECISIONS:

- 1) Emcee for June Chapter Meeting will be Vineet Makhija.

- 2) Volunteer of the month will be Mark Cichonski.
- 3) Chairperson will sign a privacy/disclosure agreement in 2014, just like the board of directors.

ITEMS POSTPONED TO NEXT/LATER MEETING:

- 1) Discussion as to whether chairpersons should sign a privacy / non-disclosure statement such as the one William Pierce used with the communications team in 2012.
- 2) Discussion as to the effectiveness of SkillFest to be scheduled for the June BOD meeting, following the May SkillFest event.

ACTION ITEMS:

- 1) (JANUARY) BOD to send their organizational chart updates to Tonya Brown who will update chart in BOD Packet for the next meeting. (BOD)
- 2) (NEW) John Schneider to create StarChapter user id for Gina Rowland and Sheetal Sareen. (Communications)
- 3) (New) John Schneider to research costs associated with different options related to hosting video on the Internet so that members can view it. (Communications)
- 4) (New) Tonya Brown to contact Anne Jenemann at PMI to confirm that Chapter Meetings and Satellite Meetings are indeed eligible for PDUS under Category A. (President)
- 5) (New) Board of Directors to review the website and provide feedback as to what to add, what to change and what to remove to Communications. (BOD)
- 6) (New) David Gadalla to contact Dell and inform them we were terminating our subscription to their SharePoint Hosting services. He would find out if the \$499 invoice represented past services and if so pay it. He is not to pay for future services. (Finance)
- 7) (New) John Schneider to confirm he still had a backup of the site and that nothing had changed on the site since the last backup on October 28, 2012. (Communications)
- 8) (New) John Schneider to put documents that can be shared with the chapter members on the StarChapter website. This includes documents such as BOD Agenda (not team reports), BOD Minutes, Chapter Handbook and By-laws. (Communications)
- 9) (New) John Schneider to put together a DropBox type solution for sharing documents within BOD. (Communications)
- 10) (New) John Schneider to update chapter meeting information to state that we “must be contacted before chapter meeting in order to get registration transferred to the next chapter meeting”. (Communications)